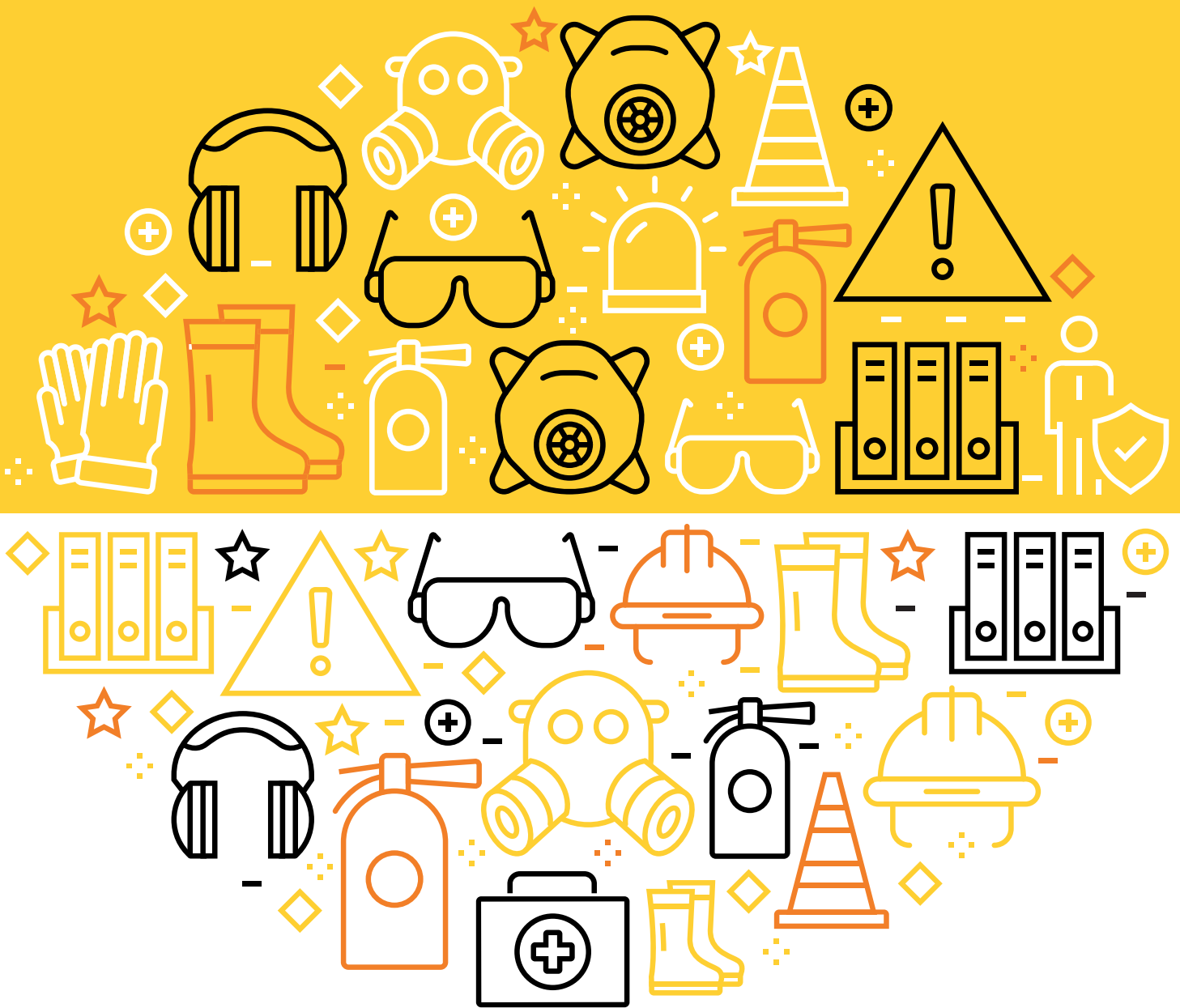


# NECA

Safety Professionals Institute



October 28–30, 2025 • Washington, D.C.

# NECA Safety Professionals Institute

October 28–30, 2025 • Washington, D.C.

NECA recognizes that health and safety is a “Shared Responsibility” between employers and employees and provides this training for awareness and to help reduce incidents, injuries, and fatalities through an established Safety Management System, adaptable for all organizations. Designed for new safety professionals in the electrical contracting industry, this program provides participants with the “must know” topics for those responsible for keeping our workers safe.

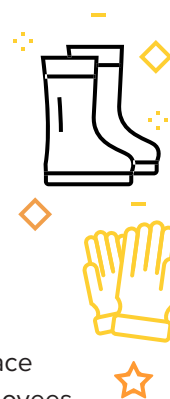
## Learning Outcomes

### Target Audience

New safety directors, safety managers, site safety officers, safety coordinators, safety specialists or anyone who is looking to move into a safety role at their company.

Upon completing this program, participants will be able to...

- Describe common workplace hazards
- Define common safety regulations
- Identify the hazards electrical employees are exposed to
- Define risk
- Create a plan to reduce risk
- Create an emergency response plan
- Communicate the rights of employees to safety in the workplace
- Communicate the safety department’s responsibilities to employees
- Provide coaching and mentoring to employees on safety



## Format

**Pework**  
Before class  
Online, on-demand  
& scheduled  
webinars

**Core Program**  
Day 1 • In-seat

**Inside Electrical  
/ Outline Line  
Breakout**  
Day 2 • In-seat

**Core Program**  
Day 3 • In-seat

**Capstone Orientation**  
Day 3 • In-seat

**Capstone**  
After Class  
Submit Virtually



## Pework

Before we meet in-person this October, you are expected to complete prerequisite coursework to prepare for your in-class experience. Expect to spend approximately 7 hours on the prework. Access to prework will begin in August 2025.

Inside Electrical	Outside Line
Electrical Safe Work Practices	Helicopter Safety
Multi-employer Worksites	Fall Protection
Webinars for both groups	
Program Introduction	
Worker’s Compensation	
Environmental Policies, Hazardous Exposures, and Emergency Responses	
DOT Compliance	

## Breakout Session Topics

Inside Electrical	Outside Line
National Electrical Code (NEC) and NFPA 70E Overview	National Electrical Safety Code (NESC) Overview
Fall Protection	Isolate and Insulate
NFPA 70E Best Practices	Grounding and Bonding
Mobile Elevated Work Platforms	Aerial Lift, Digger Derricks, and Equipment Safety
Communication and Customer Engagement	

## Capstone Project

All NECA Safety Professional Institute participants are expected to complete the Capstone project by February 27, 2026. This project must be specific to everyone's individual company. Instructions from the program will be available to support the completion of the capstone project. The capstone project is meant to benefit the sponsoring company by enabling participants to graduate with a detailed safety program, reviewed by industry experts, to take back to their company. xc

## Schedule of Events

**Oct 27** • Arrival

- Oct 28** • Breakfast  
• Morning Session  
• Lunch  
• Afternoon Session  
• Reception

- Oct 29** • Breakfast  
• Breakout Morning Session  
• Lunch  
• Breakout Afternoon Session  
• Dinner

- Oct 30** • Breakfast  
• Morning Session  
• Lunch  
• Afternoon Session  
• Capstone Guidance





# Core Program Curriculum

## Foundations of Safety Leadership

- Define Safety Leadership
- Develop attributes to strengthen employer/employee involvement in safety
- Motivate employees to work safely and follow regulations
- Coach and mentor new and seasoned employees
- Develop and use proper communication techniques

## Risk Management Fundamentals

- Identify and document risk exposures for organization
- Perform analysis and response to risk using various tools
- Develop appropriate risk mitigation strategies
- Communicate all aspects of risk to upper-level management

## Electrical Contractor Safety Program Overview

- List the regulatory requirements for a safety program
- Identify the components of an effective safety program
- List the benefits of a good safety and health program
- Describe the roles and responsibilities of Upper-Level Management, Company Safety Manager, Site Safety Supervisor and Foreman/JWs related to safety
- Communicate the employer and employee responsibilities under a safety program

## Human Performance Overview

- Identify and explain common error traps
- Define principles of human performance
- Define the term “normal deviation” as it relates to human performance
- List the precursors to error
- Develop and Implement tools for preventing human error in the workplace

## Surviving OSHA Inspections

- Identify the credentials workers need on a specific project or task
- List the documentation that must be kept for OSHA and company records
- List the components that should be included in site checklists
- Recognize the hazards found on construction projects

## Hazard Identification and Performing Risk Assessments

- Define the terms Hazard, Risk, and Job Hazard Analysis (JHA)
- List the three steps of a JHA
- Explain the importance of probability, severity, and frequency
- Describe the Hierarchy of Controls

## Drug-Free Workplace Requirements

- Locate state and local laws & regulations for a Drug-Free Workplace
- Determine owner and project-specific laws & regulations for a Drug-Free Workplace
- Identify the legal requirements for a Drug-Free Workplace Program
- State the federal, state, and local laws and regulations for a Drug-Free Workplace Program
- List the benefits of implementing a drug-free workplace policy
- Review collective bargaining agreements and their impact on employer drug-free workplace policies

## HR and Safety Risk Management

- Describe the relationship between HR, Safety and Risk Management
- Recognize employment laws and regulations regarding safety
- Highlight compliance and liability issues regarding safety
- List the different types of leave available to an employee

## Incident and Accident Investigation

- Define the difference between an Incident and an Accident
- Determine who should conduct the proper incident/accident investigations
- Use the Root Cause Method when conducting investigations
- List examples of direct causes, indirect causes, and precursors
- Develop a corrective action plan

## Best Practices for Safety in Electrical Construction

- Develop company policies for workplace safety
- Identify content for employee training
- Determine the tasks that best practices can be developed for
- Implement the policies and best practices into the company safety management system

## Mental Health and Employee Wellness

- Identify common mental health challenges faced by electrical workers
- Recognize signs and symptoms of mental health issues among colleagues and yourself
- Describe the impact of mental health on workplace safety
- Apply coping mechanisms and stress management techniques tailored to the unique demands of construction work



## Registration Procedures

**Please read these application procedures and requirements prior to completing the Application Form. Failure to provide a complete application package may result in your application being denied.**

The Registration Fee of \$3200 includes prework, three days of instruction, coaching throughout the capstone project, all course materials, and the meals included in the Schedule of Events. The Registration Fee does not include lodging, airfare, or other miscellaneous expenses. Participants are responsible for making their own travel arrangements and for securing ground transportation upon arrival. Upon review, accepted applicants will be notified and provided the information to make their hotel arrangements within NECA's room block.

Applications will be processed on a first-come basis and attendance is limited. Therefore, promptness in complying with all application procedures is essential. Following acceptance, payment must be provided within 1 week.

Due to enrollment limitations, a wait list will be maintained. Individuals on this list will be accorded the opportunity to attend this program on a first-come basis, to fill a vacancy created by a cancellation.

**Cancellation Policy:** Cancellations received 30 days prior to the start of the program may be made without charge; within 30 days prior to the start, there will be a service charge of \$500 and within 15 days of the program the registrant will forfeit their entire registration fee unless a substitute is provided or the registration spot is filled from the wait list. Substitutions for a confirmed registrant may be made only with consent of NECA Education.

## Application Requirements

**For your application to be considered you must submit the following:**

- A completed application form
- A curriculum vitae (CV) or resume highlighting your relevant experience
- A letter of recommendation from an executive at your company; if you are the most senior executive in your firm, a notation of this is sufficient
- A photocopy showing proof of:
  - Completed OSHA 30-hour (either general industry or construction)OR
  - Completed ET&D 10-hour AND
  - Completed ET&D 20-hour Safety Leadership in Action Program
- Signed commitment pledge to complete Capstone by Friday, February 27, 2026



# 2025 NECA Safety Professionals Institute Application Form

October 28-30, 2025 • Washington, D.C.

Name \_\_\_\_\_ Title \_\_\_\_\_

NECA Member Number \_\_\_\_\_ NECA Chapter Affiliation \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Telephone \_\_\_\_\_ Email \_\_\_\_\_

List Your Dietary Restrictions \_\_\_\_\_

Which track is your preference: Inside Electrical or Outside Line? \_\_\_\_\_

## Please ensure that your registration application packet includes:

- A completed application form
- A curriculum vitae (CV) or resume highlighting your relevant experience
- A letter of recommendation from an executive at your company; if you are the most senior executive in your firm, a notation of this is sufficient
- A photocopy showing proof of either:
  - Completed OSHA 30-hour (general industry or construction)OR
  - Completed ET&D 10-hour and
  - Completed ET&D 20-hour
- Signed commitment pledge to complete Capstone by Friday, February 27, 2026

## For further information and to submit your application, please email

education@necanet.org

## Capstone Commitment Pledge

I, \_\_\_\_\_, agree to complete the Capstone requirement for the NECA Safety Professionals Institute by Friday, February 27, 2026. I understand that if I do not complete the Capstone requirement by the date listed above, I may be ineligible for a Certificate of Completion indicating my participation in this program. I understand that not completing this Capstone requirement does not make me eligible for a refund, in partial or total, of my fees to participate in this program.

Signature \_\_\_\_\_ Date \_\_\_\_\_